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Rpts - 3

Executive Assistant to DCI Document No. 039 29 September 1954
NO CHANGE in Class. ☐
Director of Training ☐ DECLASSIFIED
Class. CHANGED TO: TS S (C)
Weekly Summary Report DDA Memo, 4 Apr 77
Auth: DDA RUC, 77/1763
Date: 30/01/78 By:

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1. An encouraging trend has become apparent in the field of language training. Increased enrollments have resulted in full utilization of OTH's present capability for providing internal language training without necessity of recourse to private tutorial schools. Although the increase to a total of three in the Russian language instructor staff is still far from adequate to meet Agency requirements, it has permitted withdrawal of students from four special Russian courses conducted

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with a substantial financial saving to the Agency. Requests for duty-time language training have increased in contrast with former insistence on after-hours training, which indicates recognition on the part of Agency components that effective language training cannot be accomplished after individuals have completed a full day of work.

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3. At a meeting of the Clandestine Services Planning Board Support Committee on 22 September, an extension of two weeks was granted for submission of support appendices to the 1957 Operations Plan. The Training Support Appendix is complete except for the section dealing with training capabilities and qualifying factors. Development of this section entails a review and revision of Clandestine Services Training Standards which is now under way.

4. As a result of the request from the Office of Personnel for a study to determine the acceptability of the new Fitness Report, reported in Item 4 of OTH Summary Report of 27 July 1954

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and Item 7 of OTR Summary Report of 24 August 1954, the Assessment and Evaluation Staff (AAS), OTR, has prepared a Fitness Report Questionnaire to be completed by [] supervisors in all parts of the Agency. When the opinions and suggestions of these supervisors are received and analyzed, appropriate modifications and improvements can be made in the Fitness Report to make it more useful. This is the first of a series of studies to be conducted by the AAS Staff for the Office of Personnel. A copy of the questionnaire is attached.

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5. Filming has been completed on a [] training movie undertaken at the request of the Far East Division. When cut and edited, the film will run approximately 30 minutes. It will be used in the Air Operations Course to illustrate training techniques and possibly in other training courses and projects.

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6. At the request of Chief, Planning and Program Coordination Staff, the Office of Training provided a briefing on the Agency on Friday, 24 September, to the following persons: The Honorable John Huculo, United States Minister to Iceland; Mr. Randolph Higgs, member for the Department of State on the Operations Coordinating Board, National Security Council; and Mr. Paul Proehl, Chief, Icelandic Desk, Department of State. [] conducted the briefing on DD/P plans and activities and Mr. [] conducted that portion of the briefing dealing with the organization of the Agency and problems related to intelligence production and its utilization at policy levels in the government.

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7. At the request of Chief of Operations, DD/P, the Office of Training has drafted a proposed instruction to DD/P staff and division chiefs which will give to the Director of Training staff and technical supervisory responsibilities for all training conducted or directed by DD/P components except for that individual training given to agents by case officers. Promulgation of this directive is an essential first step in the removal of the existing deficiencies in the Agency training effort.

8. The new course on [] referred to in Item 1 of OTR Summary Report of 3 August, designed primarily to meet Far East Division needs begins this week. The course will be conducted by an especially qualified person on loan to OTR through the courtesy of OGB. Arrangements have been completed to permit admittance of three persons from the Intelligence Area of the Department of State.

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SIGNED

MATTHEW []

MB:ep (9/29/54)

Attachment

cc: DD/P
DD/I

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